

Work From Home Weekly Planner

MONDAY

Plan priorities

Focus block

Shut down

TUESDAY

Client calls

Project work

Clear inbox

WEDNESDAY

Team sync

Deep work

Walk and reset

THURSDAY

Write report

Review tasks

Clear desk

FRIDAY

Finish work

Weekly review

Plan week

SATURDAY

Home reset

No work

Digital break

SUNDAY

Set up desk

Check calendar

Early night

NOTES

Take lunch away from the desk

Protect two focus blocks

End work at a set time